

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Conservation Officer Supervisor

Class Code: 90341

A. Purpose:

Supervises Conservation Officers, and performs other administrative functions to assist the Regional Supervisor in operation and management of the diverse programs and functions within a Division of Wildlife Region.

B. Distinguishing Feature:

Conservation Officer Supervisors supervise Conservation Officers assigned to a geographical region.

Regional Supervisors are responsible for planning and implementing department programs, control of funds, and management of facilities, personnel, and functions in assigned regions. Conservation Officers manage wildlife, fisheries, water, and land resources; enforce wildlife, criminal, and water laws; and implement department programs in assigned districts.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Supervises Conservation Officers to ensure the goals and objectives of the unit are met.
 - a. Participates on interview teams and recommends selection.
 - b. Provides training and work direction.
 - c. Prioritizes and delegates work assignments.
 - d. Addresses employees' work problems and initiates corrective actions, work development plans, work improvement plans, or disciplinary actions.
 - e. Reviews employees' work performance and conducts performance appraisals.
 - f. Coordinates among regional program managers and other staff as necessary for input on allocation of Conservation Officers and delegation of work assignments.
2. Performs various administrative functions to assist the Regional Supervisor in management of regional operations, facilities, programs, and projects.
 - a. Assists with budget development.
 - b. Reviews, interprets, and implements policies and procedures.
 - c. Manages the regional inventory.
 - d. Participates on various department committees.
 - e. Assists with coordination of special projects including capital development projects and management of facilities.
 - f. Conducts inspections of regional projects.
 - g. Functions as the acting Regional Supervisor when necessary.
3. Conducts law enforcement compliance checks of hunters, anglers, and boaters to support the department's law enforcement program.
 - a. Schedules and assists Conservation Officers with compliance checks.
 - b. Coordinates with the law enforcement program manager to develop work schedules for special law enforcement work details.
 - c. Responds to public inquiries regarding fish, wildlife, and boating laws and regulations.

4. Performs other work as assigned.

D. Reporting Relationships:

Reports to a Regional Supervisor. Supervises Conservation Officers.

E. Challenges and Problems:

Challenged to prioritize, delegate, and monitor work of several Conservation Officers throughout a geographical region. This is challenging because it requires coordination with regional program managers and other staff who have competing interests, there is limited time available for work, budget constraints cause limitations, and diverse public opinions may dictate different priorities. Further challenged to provide staff coverage during hunting, fishing, and boating seasons because of existing work responsibilities and conflicting priorities.

Problems encountered include maintaining employee morale and supervisory contact over distances; projecting appropriate allocations of time to accomplish tasks; providing adequate employee coverage to ensure public service considering geographical distances among work districts; assisting in the development of regional budgets that meet resource management needs and fall within revenue projections; and resolutions to problems regarding interpretation of policies, procedures, regulations, or standards of operation.

F. Decision-making Authority:

Decisions include the priority of work projects for assigned employees; assignment and allocation of staff to projects; recommendations for budget items; recommendations for regulations, policies, and procedures for various fish and wildlife management issues; and recommendations for personnel issues such as work development or improvement plans and disciplinary actions.

Decisions referred include final approval of regional budget priorities and amendments or changes to policies, procedures, and regulations; scheduling or other conflicts among regional staff; and final authorization for specialized training or work assignments.

G. Contact with Others:

Daily contact with regional program managers in fisheries, wildlife, and habitat to discuss work priorities; and with other Conservation Officer Supervisors to discuss policy, budget, and personnel issues; weekly contact with the Assistant Director of Operations to discuss statewide policy or procedures and personnel issues; and monthly contact with department statewide program managers and administrators regarding program policies and procedures.

H. Working Conditions:

Works in a typical office environment and outdoors in all weather conditions; conducts law enforcement patrols and apprehends and cites violators carrying weapons; and is exposed to hazardous materials and diseases.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- public administration as it applies to conservation and preservation of the natural resources of the state;
- ecological and socio-economic factors affecting habitat and populations;
- state and federal laws and regulations as they apply to wildlife and fisheries management;
- interaction among the public, resource management agencies, and wildlife and fisheries resources;
- principles and techniques of effective public relations and external communications;
- principles of conservation law and law enforcement;
- personnel management sufficient to supervise employees at various skill levels.

Ability to:

- effectively plan and organize work activities and prioritize task completion to meet schedules and deadlines, both long- and short-term;
- develop policies and procedures and define standards for specific situations;
- develop procedures and work schedules; and determine the logical flow of work;
- develop standards of performance, evaluate employee performance, and give feedback to employees;
- respond appropriately to requests from the state legislature and gubernatorial staff;
- evaluate program effectiveness and initiate needed changes;
- communicate information clearly and concisely;
- favorably present and promote departmental priorities, services, and actions.

J. Licenses and Certifications: Valid driver's license; successful completion of the South Dakota Law Enforcement Officers Standards Training Course and the Game, Fish, and Parks Conservation Officer Field Training Program; semi-annual qualification and training with department-issued firearms and semi-annual qualification in defensive tactics and other required law enforcement training.